



SOUTHERN UTAH UNIVERSITY
Policies and Procedures

Policy # 8.3.6
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Page 1 of 1

SUBJECT: WORKING HOURS AND BREAKS

- I. **PURPOSE:** To establish guidelines for working hours and breaks.
- II. **POLICY:**
 - A. Working hours at Southern Utah University are normally 8:00 a.m. to 5:00 p.m. (Monday through Friday) with an hour for lunch. The actual time worked may vary depending on the needs of the department. The university work week starts Saturday morning at 12:01 a.m. and ends Friday night at 12:00 p.m. (Full-time employment is considered 40 hours in the established work week.)
 - B. Classified staff employees are allowed one 15-minute rest break during the first four hours of work and another 15-minute break during the second four hours of work. The responsibility for scheduling break periods rests directly with the supervisor. The 30 minutes allotted for break time may not be used to lengthen lunch hours or shorten working days.
 - C. If rest breaks are abused they can be restricted to 10 minutes by the supervisor.